

174

12 March 1964

initialed & returned 16 Apr 64

MEMORANDUM FOR : Mr. Kirkpatrick
SUBJECT : Report of Cable Secretariat Operations
from 1-29 February 1964

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 43,054 items for February broken down as follows:

Comparison with the 1963 Monthly Average

		<u>Over</u>	<u>Under</u>
CIA In cables	19,469	2%	
CIA Out cables	6,178		13%
Miscellaneous items	3,326	7%	
Non-CIA cables	14,081		4%
Total Work Units	43,054		6%

b. From 1 January 1964 to 29 February 1964 the Cable Secretariat processed 52,452 CIA IN/OUT cables, which is 15% more than the number of CIA IN/OUT cables processed during the same period in 1963.

c. 1,350 cables or 3% of all cables processed were furnished to the Director as compared to 2,114 or 5% for January 1964.

2. Personnel

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[Redacted]

25X1A

b. [Redacted] of the Analyst Staff was granted a quality step increase for his outstanding work. We have two more in the mill and we are hopeful they also will be approved.

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c. In addition, [Redacted] is being considered for a Merit Award with a \$100 emolument for his outstanding production on the multilith machine. The reason for the Merit Award instead of a QSI is that Labor Board employees cannot be granted QSI's.

3. General

a. I am happy to report that work has started on renovating the Cable

SECRET

Excluded from automatic
downgrading and
declassification

Secretariat. The first step, which they are now working on, is painting. This, we understand, will be followed by the other improvements outlined in the plan.

b. Requisitions for the purchase of a new Remington Rand Lektrafile and a new A.B. Dick Multilith Machine have been submitted for purchase. I appreciate your approving the money for this equipment, as it is sorely needed. From this point on, our budget includes money for equipment replacement as needed.

c. I am continuing to follow up on the recommendations made by the IG in his recent survey and I believe I am making some progress in improving our method of compiling statistics re individual analyst production. I have not made any real progress, however, in freeing myself from reading cables and spending more time with the people. This is a difficult change to make for a number of reasons.

d. I am continuing in my efforts, direct and indirect, to improve the level of our supervision at the working level and I believe some progress is being made.

4. Cost of Operations

Attached is a fairly detailed accounting of the cost of operating the Cable Secretariat for the calendar year 1963. Net cost went up because of an increased T/O (to offset somewhat an increased workload) and a pay raise. Still, we were able to reduce the cost per unit of work processed from \$1.55 to \$1.46. Even more remarkable, we were able to keep our overtime and holiday costs for 1963 to the same level as of 1962. This is an area where next year we may of necessity go up some. Our workload on week-ends is substantial and I can hold only so many cables without incurring an undesirable risk or delay. I am still hopeful of being able to effect certain economies and through them to hold the line on costs. In certain areas, however, we don't have too much control over the factors involved and we simply have to do the best we can under the conditions.

[Redacted Signature]

Y Cable Secretary

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Attachment *Memorandum* was sent to him.

Memo For the Record

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Clerical includes: Archivist 1/2 year
Loggers
Mail & Lib. Clerks.

Supp. includes: C/MC
A/C/MC
M&F Supp
C/R, M&F

offset Gross O/T expense includes
M&F Supp O/T

Supp O/T on day shift rather low
because [] worked Tues. Sat.

Supp O/T on nite low because []

[] worked Sat.-Wed

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Next 3 Page(s) In Document Exempt

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1963 no average, less TD's is
43,915 rather than 45,610 as previously
used.

43,915 minus Feb total of 43,054,
equals 861, which, divided by base
figure 43,915, gives a decrease of
2%.

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